

**Five  
Rivers**<sup>®</sup>

# FIVE RIVERS CHILD CARE LTD

## Five Rivers Virtual Education Online Teaching and Learning Policy

*'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'*

Policy Owner	Head of Virtual Education
Authoriser	Head of Education
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## 1. Aims

This online teaching and learning policy aims to:

- Ensure consistency in the approach to online learning for pupils in our online school.
- Set out expectations for all members of the online school community with regards to online learning
- Provide clear expectations to staff with regards to delivering high quality interactive online learning.
- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to.

### 1.1 Terms and Definitions

The below table sets out a number of terms and definitions used within this document:

<b>Term</b>	<b>Definition</b>
DSL	Designated Safeguarding Lead

### 1.2 Data Protection

Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018

Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

### 1.3 Disclosure of Information

Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Request<sup>2</sup>).

## 2. Roles and responsibilities

The entire online school community is involved in online learning, including teachers, pupils, families and associated professionals.

### 2.1 Teachers

- When providing online learning, teachers must be available during lesson times and be on time for lessons.
- If they're unable to work for any reason during this time they should report this using the normal absence procedure and provide cover work for lessons missed.
- When providing online learning all teachers must adhere to the quality assured teaching standards issued by the online school.
- Teachers and all members of staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our safeguarding procedure.
- Teachers will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.
- When teaching and attending online meetings, all staff should follow expected professional standards as outlined in the Five Rivers code of conduct in relation to:
  1. Dress code.
  2. Location, e.g., avoid noisy and overheard areas.
  3. Professional communication.

### 2.2 When providing online learning, teachers are responsible for:

#### Teaching and Learning

- Delivering live lessons to pupils using only the Microsoft Teams programme.
- Planning for, preparing and resourcing lessons that meet their pupils' needs.
- Work collaboratively with other teachers, the headteacher, the head of education and other professionals associated with the pupils' they teach.
- Provide formative and/or summative feedback in every lesson they teach and evidence the feedback in line with the Online Assessment Policy.
- Teachers will provide feedback to pupils within 24 hours of receipt of their work. Feedback is an ongoing process and teachers should refer to the methods outlined in the Online Assessment Policy and their online training.
- Teachers will assess, monitor and record pupil progress as outlined in the Online Assessment Policy.

- When delivering online lessons teachers will always ensure they use the online school's background to identify themselves.



### Communication

- Teachers will follow the online school's procedures and protocols for contacting pupils, their families' and associated professionals when learning online.
- Teachers will respond professionally to communication from pupils, their families and associated professionals and will do so in a timely way, usually within 24 hours, excluding weekends and school holidays.
- Teachers will follow the online school's Safeguarding Policy and procedure for reporting safeguarding concerns.
- Teachers will follow the online school's Complaints Policy and procedure if any issues arise during online learning.
- Teachers will follow the online school's Attendance Policy and procedure during online lessons.
- Teachers will follow the online school's Behaviour Policy and procedure during online lessons.

## Attending Online Meetings

- When attending online meetings with pupils, families, staff and associated professionals, teachers will follow the school dress code outlined in the Code of Conduct.
- When attending online meetings with pupils, families, staff and associated professionals, teachers will always ensure they use the online school's background to identify themselves.

## 2.3 The Role of the Head Teacher and the Head of Education

The Head Teacher and the Head of Education are responsible for :

- Co-ordinating the online learning approach across the school including monitoring pupils' engagement.
- Monitoring and the effectiveness of online learning – this is monitored through regular meetings with teachers and subject leaders, observations, work scrutiny, feedback from pupils and their families – including by using pupil voice and reviewing online schemes of work and resources.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Training staff to teach effectively online.
- Leading team meetings to ensure consistency across the online school.
- Ensuring that staff, pupils, and families benefit from appropriate guidance about online learning.
- Ensuring that resources fully support teachers and pupils so that online learning can take place without hindrance.

## 2.4 Designated Safeguarding Lead (DSL)

- The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please refer to the Safeguarding Policy.
- The DSL will follow the guidelines set out in the online school's Child Protection and Safeguarding policy.
- Five Rivers has a number of company Safeguarding Leads. FRVE has a Designated Safeguarding Lead (DSL).
- The DSL will be available to be contacted via phone, email or online video.
- If the occasion arises, and the designated DSL is not available, a senior leader will assume responsibility for coordinating safeguarding for the online school.
- All online staff has access to the designated DSL and are trained in the procedure.
- The DSL and staff will ensure children know how to report any concerns they have back to our online school, and signpost them to other sources of support.

## 2.5 Pupils and Families


Staff can expect families with children learning online to:

- Sign, support and adhere to the Online Learning Agreement.
- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to study and encouraging their children to focus.
- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or communicating concerns.



Staff can expect pupils learning online to:

- Sign and adhere to the following Online Learning Agreement.




## ONLINE LEARNING AGREEMENT

During online lessons it is important to understand and follow the Five Rivers Education code of conduct for online learning. Please read/listen to the following agreement carefully. Online lessons cannot commence without your agreement to this online code of conduct as a pupil and as a designated responsible adult.

**As a responsible pupil I agree to:**

- Do my best to complete the work set by my teachers and contribute to online lessons.
- Take care of my device.
- Not share my school accounts and passwords with anyone other than my teacher, parent or carer.
- Be on time for my lessons and be dressed appropriately- not in nightwear or partly dressed.
- Always have my camera and microphone turned on for lessons.
- Be respectful and kind at all times.
- Make sure that an adult is present in the room during the online lesson.
- Access my lessons from an appropriate location - not a bedroom.
- Be visible on the screen during online lessons.
- Not attempt to bypass any computer restrictions or access the accounts of others.
- Always use appropriate, non-offensive, language in both my verbal and written communications.
- Not to browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
- Make sure that my online activity will not cause my school, teachers, the staff, pupils or others distress or bring them into disrepute.
- Not to record or take photographs of myself, my teacher or other pupils during you online lessons.
- Understand that all my online activity and lessons are monitored and logged to protect me and others and the integrity of school systems.
- Understand that these rules are designed to keep me safe and that if they are not followed, sanctions will be applied.

ONLINE LEARNING AGREEMENT			
Pupil:			
Responsible adult:			
Teacher:		Date:	
 <small>ONLINE, ON THE PHONE, ANYTIME  <a href="http://childline.org.uk">childline.org.uk</a>   0800 1111</small>			

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### 3. Monitoring Arrangements

This policy will be reviewed on a yearly or needs basis, and monitored and approved by the Head of Education.

### 4. Links with Other Policies

This policy is linked to our:

- Behaviour Policy.
- Child Protection Policy
- Data Protection Policy and Privacy Notices.
- Online Learning Agreement.
- ICT and Internet Acceptable Use Policy.
- Online Safety Policy.
- Online Curriculum Policy.
- Online Assessment Policy.
- Online Attendance Policy.

